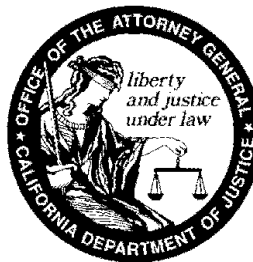


# LATENT PRINT ANALYST I LATENT PRINT ANALYST II



State of California  
**DEPARTMENT OF  
JUSTICE**  
P.O. BOX 944255  
Sacramento, CA 94244-2550

## OPEN NON-PROMOTIONAL SPOT – SACRAMENTO, FRESNO & REDDING

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CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED  
NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT  
WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW  
OF THE STATE, THE RULES OF GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

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**FINAL FILING DATE**      **November 1, 2013** -Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)**  
no later than the final filing date. Applications must have an original signature. Applications  
postmarked, personally delivered, faxed or received via interoffice mail after the final filing date will not  
be accepted for any reason.

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**WHO CAN APPLY**      Persons who meet the minimum qualifications by the final filing date as stated on this bulletin. This is  
an Open Non Promotional Examination.

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**HOW TO APPLY**      Applications (Form Std 678) may be downloaded from the CalHR website at [www.jobs.ca.gov](http://www.jobs.ca.gov).  
Applications **MUST** be mailed to or filed in person with:

**Mailing Address**

Department of Justice  
Testing and Selection Unit  
P.O. Box 944255  
Sacramento, CA 94244-2550

**File in Person:**

Department of Justice  
Testing and Selection Unit  
1300 "I" Street, 1st Floor Lobby  
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO CALHR OFFICES, ONLINE  
VIA INTER-AGENCY MAIL OR FAX.**

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**CROSS-FILING  
INFORMATION**      If you meet the entrance requirements for both the Latent Print Analyst I and Latent Print Analyst II  
examinations, you may file for both examinations on a single application. Indicate the title of each  
examination and the location for which you are applying on the State application.

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**SPECIAL TESTING  
ARRANGEMENTS**      If you are an individual with a disability and need reasonable accommodation to participate  
in this examination, please mark the box in question #2 on the "Examination Application". You will be  
notified in writing to determine what assistance can be provided.

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**QUALIFICATIONS  
APPRAISAL  
INTERVIEW**      It is anticipated that Qualifications Appraisal Interviews will be held in **December 2013/ January 2014**

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**SALARY RANGE**      Latent Print Analyst I \$4240 - \$5539  
Latent Print Analyst II \$5122 - \$6679  
**State Safety Retirement 2.5% at age 55.**  
The salaries used in this bulletin are the latest available from the State Controller's Office, but may not  
reflect the most recent salary adjustment.

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**LATENT PRINT ANALYST I & II**  
VF33-8640      JA      3JU52 – 01 & 02  
VF32-8472

**BULLETIN RELEASE DATE: OCTOBER 11, 2013**  
**FINAL FILING DATE: NOVEMBER 1, 2013**

**ELIGIBLE LIST  
INFORMATION**

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An open eligible list will be established for the Department of Justice. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Positions exist in Sacramento, Fresno, and Redding with the Department of Justice.

**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION**

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**All applicants must meet the education and/or experience requirements for this examination by the final filing date.** Unless otherwise stated, experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

**MINIMUM  
QUALIFICATIONS**

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**LATENT PRINT ANALYST I**  
Either I

**Experience:** One year of experience in the California state service performing criminal identification duties comparable in level of responsibility to those of a Criminal Identification Specialist II.

Or

**Experience:** Three years of experience in the California state service performing criminal identification duties comparable in level of responsibility to those of a Criminal Identification Specialist I.

Or II

**Experience:** Three years of experience performing the technical phases of criminal identification, including one year in latent print analysis. (Experience in the California state service applied toward this requirement must include at least one year performing criminal identification duties comparable in level of responsibility to those of a Criminal Identification Specialist II, or three years performing criminal identification duties comparable in the level of responsibility to those of a Criminal Identification Specialist I)

and

**Education:** Equivalent to completion of the 12th grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

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**LATENT PRINT ANALYST II**  
Either I

**Experience:** One year of experience in the California state service performing criminal identification duties comparable in level of responsibility to those of a Latent Print Analyst I.

Or II

**Experience:** Four years of experience performing the technical phases of criminal identification work in a governmental law enforcement agency, including one year in latent print analysis involving experience in field investigation or automated fingerprint information systems and court testimony. (Experience in the California state service applied toward this requirement must include at least one year performing criminal identification duties comparable in level of responsibility to those of a Latent Print Analyst I.)

and

**Education:** Equivalent to completion of the 12th grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**DEFINITION OF TERMS**

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Latent print analysis is defined as experience in comparison of latent prints with inked and/or imaged prints, experience in crime scene processing for latent prints, all phases of physical evidence processing, and expert testimony to the results of latent print examinations in a court of law.

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**POSITION  
DESCRIPTION**

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**The Latent Print Analyst I** may be assigned to the Bureau of Forensic Services, Latent Print Program or the Bureau of Criminal Identification and Information Services, Automated Latent Print Section performing routine latent print examinations and comparisons in the office and pursuant to an investigation in the field. This is the entry and first working level in the series. Incumbents assist in performing difficult latent print analyses in the field and/or in the office involving the development, evaluation, comparison, and identification of latent prints from objects of evidence, structures, or other materials. Typical duties include assisting in developing and gathering latent prints and other evidence at crime scenes; making impressions of footprints, palm prints, fingerprints, and other latent prints; performing latent print comparisons and identifications; conducting automated searches against fingerprint/palm print databases; preparing investigative reports and correspondence; preparing court exhibits; and testifying in court as a latent print expert. Incumbents may also be assigned to perform latent print analyses utilizing the Automated Fingerprint Identification System.

**The Latent Print Analyst II** may be assigned to the Bureau of Forensic Services, Latent Print Program or the Bureau of Criminal Identification and Information Services, Automated Latent Print Section. This is the full journey level in the series. Incumbents independently perform the most difficult latent print analyses in the field and/or in the office involving the development, evaluation, comparison, and identification of latent prints from objects of evidence, structures, or other materials. Typical duties include assisting local law enforcement officers in the investigation of crime scenes and the gathering of a variety of latent print evidence, making impressions of latent prints, including taking fingerprints from unknown deceased persons; performing the most difficult fingerprint identifications; conducting automated searches against fingerprint/palm print databases; preparing investigative reports and correspondence; preparing court exhibits; testifying in court as a latent print expert; and training local law enforcement officers/personnel in latent print analysis techniques. Incumbents may also assist in the training of Latent Print Analysts I.

**EXAMINATION  
INFORMATION**

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The examination will consist of a Pre-Interview Practical Exercise and a Qualifications Appraisal Panel (QAP). Each competitor will be allowed time prior to the QAP to complete a Pre-Interview Practical Exercise which will consist of performing latent print comparisons. The QAP will consist of predetermined job related questions. Candidates will be provided a copy of the interview questions to review for a brief period of time before entering the interview room. The interview panel evaluates the candidate's responses to each of the questions using a predetermined rating scale and predetermined scoring criteria.

These testing components measure the following knowledge, skills and abilities:

**Latent Print Analyst I and Latent Print Analyst II**

**Knowledge of:**

1. The science of friction ridge identification.
2. The scientific principles involved in the friction ridge comparison and identification process.

**Latent Print Analyst II (In addition to above)**

**Knowledge of:**

3. The scientific procedures involved in latent print /friction ridge analysis.
4. The different types of latent print impressions.
5. The techniques and uses of instrumentation utilized in the process of latent print/friction ridge impression development and enhancement.
6. Legal, prosecutorial and evidentiary terminology used throughout the forensic sciences profession.
7. Crime scene and laboratory safety practices and procedures.

**EXAMINATION  
INFORMATION  
(CONTINUED)**

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**Latent Print Analyst I and Latent Print Analyst II.**

**Skill to:**

1. Develop and maintain effective working relationships with client agencies.
2. Effectively formulate and present a point of view in a persuasive manner in stressful situations.
3. Organize and prioritize one's workload to meet established deadlines and ensure the most important tasks are completed.
4. Verbally communicate in a courteous, professional manner with a variety of individuals in order to exchange information and/or assign or accept work.

**Latent Print Analyst II (In addition to above) Skill**

**to:**

5. Perform difficult friction ridge comparisons/identifications of impressions left on complex surfaces under complex circumstances.

**Latent Print Analyst I and Latent Print Analyst II Ability**

**to:**

1. Communicate verbally and in writing in a clear, concise, and effective manner.
2. Successfully complete multiple projects simultaneously within appropriate time frames while maintaining a high level of work product
3. Work cooperatively with individuals with a variety of backgrounds and capabilities on a one-on-one basis.
4. Read and understand written information that is fundamental to the field of forensic science.
5. Make difficult friction ridge/fingerprint comparisons and identifications.

**Latent Print Analyst II (In addition to above)**

**Ability to:**

6. Make the most difficult friction ridge comparisons and identifications.
7. Testify in court under cross examination regarding the methods used in the course of an analysis.
8. Apply judgment and knowledge to determine the best course of action in handling potentially hazardous materials.

There will be one score based on the combined pre-interview practical exercise and the oral interview.

In order to obtain a position on the eligible list, a minimum rating of 70.00% must be obtained.

**PRE- INTERVIEW PRACTICAL EXERCISE/QUALIFICATIONS APPRAISAL INTERVIEW-  
WEIGHTED 100%**

**COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**SPECIAL PERSONAL  
REQUIREMENTS**

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Willingness to travel long distances by car or airline; work extended hours and weekends.

**VETERANS  
PREFERENCE  
CREDITS**

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Veterans preference credits will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans preference credits.

**CAREER CREDITS**

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Career Credits will be granted in this examination to California State employees with Permanent civil service status.

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## **GENERAL INFORMATION**

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the CalHR Offices ([www.jobs.ca.gov](http://www.jobs.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans Preference:** California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from State Personnel Board offices or written test proctors.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Career Credits:** In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE  
TESTING AND SELECTION UNIT  
P.O. BOX 944255  
SACRAMENTO, CA 94255-2550  
(916) 324-5039